

POLICE TECHNICAL ASSETS COORDINATOR

DEFINITION

Under general supervision, to coordinate, maintain and oversee the technical assets, systems and equipment of the Police Department; to perform administrative and technical duties; to provide responsible and efficient technical support to the Division Commander and Department; and to perform related work as assigned.

CLASS CHARACTERISTICS

This is a non-sworn classification within the Police Department. The incumbent reports directly to the Division Commander, and exercises technical and functional control of all Police Department technical assets, systems and equipment. Incumbents in this classification work independently under general supervision and within the framework of established procedures. The incumbent is expected to work productively even in the absence of supervision.

EXAMPLES OF DUTIES (Illustrative only)

- Coordinates, up-dates, and maintains inventory control of supplies and assets of the Police Department; purchases, stocks, stores, catalogues, issues and audits supplies and assets.
- Tracks and documents equipment, systems, and property of the Police Department; maintains accurate, up-to-date records of location, and status of Department assets, provides for maintenance as needed.
- Maintains automated computer records of equipment issued to police department personnel; ensures regular and systematic inventory audits on all items.
- Responsible for Asset Control Systems management, programming and maintenance.
- Maintains knowledge of technical systems including but not limited to: computer, radio, mobile, and vehicle systems utilized by the department; perform computer updates and maintenance to in-house automated systems, as necessary.
- Ensures mobile computer systems and cameras function effectively and reliably.
- Acts as Police Department liaison with other City departments, outside vendors and consultants.
- Represent the Department at regional and local meetings regarding technical systems and assets.
- Recommends and assists in the implementation of goals and objectives, establish schedules and methods for providing technical support services.
- Participates in the preparation of the administration of the division budget submit budget recommendations, monitor expenditures.
- Acts as Public Safety Dispatcher in cases of emergency, hardship or assignment.

QUALIFICATIONS

Knowledge of

- Principles of public and police administration, including budgeting, purchasing and equipment management.
- Principles, methods and equipment related to computer, communication and technical systems.
- Methods and practices used in receiving, storing and issuing materials, supplies and equipment.
- Methods of taking inventories and maintaining inventory records.
- Principles, practices and operating characteristics of manual and computerized records management and dispatching systems used in municipal law enforcement environments.
- The function and relationships within the criminal justice system, including courts and law enforcement agencies.
- The operations, services and activities of a public safety communications center.
- Standard telephone, teletype and radio broadcast procedures, and the applicable rules and regulations of the Federal Communications Commission.
- Modern office procedures, methods and computer equipment.
- Record keeping principles and procedures.
- Pertinent federal, state and local laws, codes, and regulations.
- Basic mathematical principles.
- Correct English usage, spelling, punctuation and grammar.

Skill in

- Protecting and accounting for all police department property and assets assigned.
- Analyzing situations correctly and adopting quick, effective and reasonable courses of action with regard to surrounding circumstances.
- Operating public safety communications equipment.
- Interpreting and applying federal, state, and local policies, procedures, laws, and regulations.
- Understanding and acting in accordance with City and Police Department policies, procedures, and rules.
- Assisting field units as assigned by shift supervisor.
- Compiling data and preparing accurate records and reports.
- Communicating clearly and concisely, both orally and in writing.
- Dealing with the public in a firm, courteous and tactful manner.
- Exercising sound independent judgment and discretion in analyzing and resolving problems; working with a minimum of supervision.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

A typical way of gaining knowledge and skills outline above is:

Equivalent to the completion of the 12th grade and four (4) years increasingly responsible experience in the issuance, receipt, inventory, and storage of materials and supplies, preferably in a law enforcement setting, including two (2) years of project management responsibility. Additional experience in public safety communications, property inventory and maintenance, is highly desirable.

Licenses and Certificates

Valid State of California driver's license.
POST Public Safety Dispatcher Certificate.

PHYSICAL DEMANDS

On an intermittent basis, sit at a desk or stand for long periods of time; intermittently walk, stand, bend, squat, twist, and reach while retrieving and/or returning files, program supplies, or equipment. Perform simple grasping and fine manipulation. Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment. Use a telephone to communicate verbally and use a keyboard to communicate through written means, review information, and enter/retrieve data. See and read characters on computer screen. Lift light to medium weights. Maintain mental capacity which allows for effective interaction and communication with others.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.